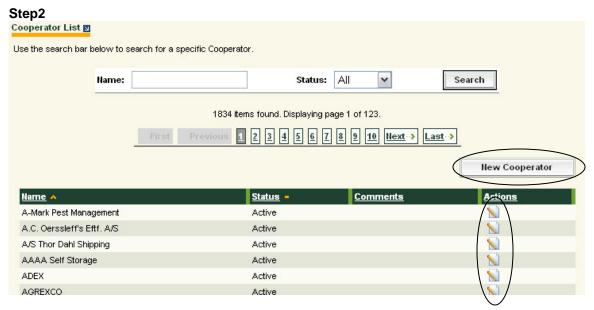
## **COOPERATOR ADMINISTRATION**

Cooperator administration gives users tools to add, edit or remove cooperators that are used throughout the ACMS system.

Step 1 Cooperator List 🛛 Use the search bar below to search for a specific Cooperator. flame: Status: All Search 1834 items found. Displaying page 1 of 123. 1 2 3 4 5 6 7 8 9 10 Next > Last > **New Cooperator** <u>Status</u> Comments Actions Name 🔥 A-Mark Pest Management Active 1 Active A.C. Oerssleff's Eftf. A/S 1 A/S Thor Dahl Shipping Active AAAA Self Storage Active ADEX Active 1

Type in a cooperator to search for a specific cooperator or use the **<next>** button to browse the cooperators listed. **<click>** a column header to resort the order in which the results are displayed.

Active



<cli>k> New cooperator to create a new cooperator or <cli>k> the edit icon to edit an existing cooperator.

AGREXCO

## **CREATING A NEW COOPERATOR**

## Step3



Name: Type in a name for the cooperator

\*This is a required field

Comments: Add any additional comments for the cooperator

**Status:** Set the status of the cooperator to active to enable this cooperator throughout the ACMS or set the status of the cooperator to inactive to disable this cooperator in ACMS.

<cli>k save> to save your cooperator and return to the previous screen or <cli>k cancel> to discard your information and return to the previous screen.